

HSF POLICIES

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Policies provide the more detailed processes and information to implement the directives set forth in the Bylaws and to accomplish other initiatives of HSF. The Board reviews and updates the Policies each year before September 1, and as needed thereafter. Policies are subject to change as the needs of the group change or grow. They are also fashioned considering the needs of the members and the Coordinators who have to carry them out. Policies may be changed by majority vote of the Board at any regular or special meeting of the Board, or through use of the website forum.

UPPER AND ELEMENTARY EVENTS

Elementary Events

Ages 5-10 years on or before September 15th for social events

Grades K - 5 for academic events

Have funds budgeted for certain recurring events

In the transition year of 6th grade, students have the unique opportunity to attend both Upper and Elementary events.

Upper Events

Ages 11-18 years on or before September 15th for social events

Grades 6 - 12 for academic events

Have funds budgeted for certain recurring events

Other Events involving Upper and/or Elementary groups

Targeted Group Events

May be coordinated by either the Upper or Elementary Coordinator

Events that are directed for the entire family

Span a portion of the upper grades and/or a portion of the elementary grades

May be limited to a specific age, grade, or gender group

Usually do not have funds budgeted

Field Trips

Events that require a minimum attendance that cannot be met by HSF members must be approved by both the Upper and Elementary Coordinators. How the attendance requirements are met will be decided based on each event.

Other provisions

To accommodate the wide age range in some of our families, a few of our Elementary and Upper activities also allow siblings to attend. However, the event will still be directed toward the designated age group. Please speak with the host or coordinator if attendance is difficult concerning siblings so that adjustments may be made, if possible.

PARTICIPATION GUIDELINES

Please show consideration for others by following these guidelines for events:

- Sign up promptly and meet any deadline requirements.
- Cancel your sign up promptly if you are unable to make your commitment.
If notice is short, contact the host or coordinator directly
- If you cannot attend an event with your child(ren), you must arrange for another parent member to assume responsibility and supervision of your child(ren).
- Be aware of updates by checking emails, particularly the night or morning before an event.
- Be punctual – this may mean arriving 10-15 minutes early to prepare for the event or if the whole group must be assembled before the event may begin.
- Be responsible for your children and their safety.
- Do not leave your children unattended.
- Do not allow your children to run inside buildings.
- Be courteous to the host, speakers, or tour guides by closely following instructions and listening attentively.
- Be courteous of the sponsoring facility by respecting the boundaries placed on the event and use of the grounds.
- Help clean up after activities, particularly at church or sponsored events.
- Express appreciation to the tour guides or spokespersons for any field trips and/or to hosts for their events.

FORUM POSTS

The Home School Fellowship encourages the sharing of opinions and ideas of all our members in a manner supportive of one another, guided by familial love, and respectful of fellow members and our leadership.

Any objectionable posts or submissions to the website will be removed immediately at the request of any Board Member and at least one Officer (two witnesses). The author of the post must be informed of the specific objections to the post and warned that continued posting privileges must be appropriate for general sharing among the members—supportive of one another, guided by sisterly love, and respectful of fellow members and leadership.

A member posting any inappropriate material a second time will not be able to access those corresponding website privileges, such as forum access, for a period of time (3 months is suggested) to be determined by the Officers. The author of the second post must again be notified of the loss of privileges, detailing the specific objections to the inappropriate post/submission.

If requested, the author of the posts should be given the opportunity to meet with the Officers to appeal their decision.

HOSTING/COHOSTING

Our Coordinators have experience and tools that will help you host a successful event. Your events can be organized with much less confusion and stress if you follow these guidelines:

- First, contact a coordinator with your idea for an event as soon as possible, even if you don't have all the information--the more notice given, the better the participation.
- The final details for an event need to be submitted with a month's notice as a minimum for most events. More time may be required for some activities, especially if attendance minimums need to be met or monies received in advance.
- Exceptional opportunities can be posted in less time, but are not guaranteed and place unnecessary stress on our coordinators.
- Event details can be submitted to the calendar online. Go to the top navigation bar, under Calendar, select "Calendar Submissions" on the drop down menu and complete the "Calendar Submission" form found there.
- Hosts need to be available to answer questions concerning their particular activity.
- If funds are available for a particular event, reimbursement for purchases will be made only up to the budgeted amount for receipts submitted within 30 days after the event. The Coordinator can advise how budgets have been adhered to in the past.
- Any unused materials, if paid with group funds, should be given to the Coordinator.

MEMBERSHIP GUIDELINES

NEW MEMBERS

HSF is a private organization. As such, the Board reserves the right to refuse new membership. New members are accepted considering the number of returned members, allowing for 1 new member for each 2 returning members.

Steps to Membership:

- Complete our online application for review & approval
- Agree to our Statement of Faith and Purpose
- Agree to abide by the HSF Bylaws and Policies
- Submit Membership Dues
- Complete a trial membership period
- Sign up in August or January to Host an event

During the trial period, the applying family will be welcome to attend HSF events and access the website, just as members do. During the week following the trial period, if the application is accepted by HSF, the applying family will be recognized as new members

and continue to receive the privileges of full membership. If during this week, the application is rejected by HSF or withdrawn by the applicant, the dues will be returned to the applicant. After this week, membership dues will not be prorated or refunded.

Applications for membership may be taken throughout the year. Membership is open during the trial period from August 1 through September 30 and again January 1-31. Optimally, if applications are submitted before the open membership period, each family will have a one or two month trial period followed by one week to finalize their decision. The actual period for individual families may be less than one or two months depending on the application submission date.

It is expected that some families may move into the area after either enrollment period closes. Case by case exceptions may be considered by the Board, if a sponsor is available for the new family. A sponsor performs a welcoming role to the new family, helps them connect with other families, and provides support similar to the New Member Coordinator duties of the Vice President.

The Membership fee for 2015-2016 is \$40 for Members joining in August and September. The fee for members joining in January is \$25.

Membership Renewal

In May, returning members will be requested to pay their annual fees, due by May 31, the end of the Membership Year. As budgeting, new member processing, and event planning are hindered by delays in renewal, discounts may be offered to improve timely renewals.

On June 1, late notices requesting membership dues will be sent by email or posted to members that have not yet paid. The statement will also notify that on June 30, members who have not paid their membership dues will lose access to the website and member privileges.

Likewise on June 30, returning members who are in good standing and have paid their membership dues will be allowed access to the website only after updating their personal profile and accepting a renewal agreement. Families that have not renewed their memberships will lose access to the website and all other HSF member privileges.

Non-returning members will be deleted August 1 from the directory for accurate invoicing for website services.

Policy 2015-2016.docx